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**HEADQUARTERS AIR FORCE
MATERIEL COMMAND**

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(Deanna Wheeler)
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This mission directive implements Air Force Policy Directive 10-1, *Mission Directives*, and defines the mission and organization of HQ AFMC, Wright-Patterson Air Force Base, OH. It does not apply to the Air National Guard or the US Air Force Reserve.

SUMMARY OF REVISIONS

This revision updates the previous edition and adds the following offices: DS – Director of Staff, MS – Mission Support Directorate, TR – Transformation Directorate, and XR – Capabilities Integration Directorate. It realigns Civil Engineering, Communications, Security Forces, and Services into MS, and Intelligence into XR.

1. Mission. Shape the workforce and infrastructure to develop, field, sustain war-winning expeditionary capabilities.

2. Headquarters' Staff:

2.1. Commander (CC):

2.1.1. Command and exercise control of an Air Force major command (MAJCOM) that provides military superior weapons and equipment to Air Force operating commands. Provide acquisition support to the Air Force Service Acquisition Executive (SAE). Manage research, development, and testing activities to maintain technology base, evolve system concepts, and mature system designs. Manages procurement of systems, equipment and support items to field new military capabilities, upgrade existing capabilities, and support fielded systems. Manage depot repair, modification, supply, and distribution activities to support the fielding and sustainment of robust systems. Manage the transition of Air Force weapon systems from active status through disposal and/or storage for potential future use. Manage disposal and/or storage of all DoD aircraft.

2.2. Command Chief Master Sergeant (CCC):

2.2.1. Primary advisor to the Commander on all matters affecting the quality, welfare, morale, management and leadership of enlisted personnel assigned to the command. Serve as a member of the AFMC Commander's Executive Team and provides input from the enlisted perspective. Assess factors impacting the morale and well-being of the enlisted force and makes recommendations accordingly.

2.3. Squadron Section (CCQ):

2.3.1. Plan, implement, and direct policies and procedures required to fulfill responsibilities for the morale, welfare, health, and discipline of assigned HQ AFMC officer and enlisted personnel. Advise the commander, vice commander and HQ AFMC directors on these issues. Ensure standardization throughout the headquarters of all UCMJ/quality force responses and acts on administrative issues such as weight management, leave (permissive and terminal) and pass (Liberty) programs. Manage the administration of all other unit programs in accordance with governing instructions and any supplements issued at MAJCOM level or below.

2.4. Commanders Action Group (CCX):

2.4.1. Provide direct support to AFMC/CC, CV, and CD. Serve as the AFMC Council and Board secretariat and assists the Chairperson in scheduling meetings, preparing agendas, recording minutes, tracking action items, and communicating council activity (per AFMCI 500-201). Coordinate and execute other conferences (former Commanders, spouses, etc.). Ensure preparation packages are submitted on time and in proper format for daily meetings and video teleconferences (VTCs) attended by CC/CV/CD. Prepare CC presentations and preparation books for all CORONAs. Maintain CC and CCX websites to include reference information, directories, formats/templates, and schedule information. Prepare all CC presentations to PME schools (e.g. SOS, AWC, ICAF), Squadron Commanders' Course, and the Senior Leader Orientation. Prepare speeches, comments, or inputs for ceremonies, publications and speaking engagements. Assist CCA with base visits and overseas trips. Accomplish other assigned special projects for the Commander, Vice Commander, or Executive Director.

2.5. Vice Commander (CV):

2.5.1. Assist in the discharge of the duties and responsibilities of the AFMC Commander. Advise in the formulation of policies, plans and directives affecting the command. Fulfill responsibilities of the commander in the Commander's absence.

2.6. Executive Director (CD):

2.6.1. In conjunction with the Commander and Vice Commander, oversee and ensure the execution of all AFMC business responsibilities. Direct AFMC business activities. Along with the Vice Commander, serves as a principal assistant to the Commander for the overall policy dissemination, procedural guidance, and integrated resource management involved in operations across AFMC.

2.7. Small Business Office (CDB):

2.7.1. Manage the Small Business Program for the Command. Formulate and implement command small business program planning and policy. Provide oversight to field activities including career development and training. Provide counsel and assistance to small businesses on contracting opportunities and procedures.

2.8. Air National Guard Advisor/Mobilization Assistant to the Commander (CG):

2.8.1. Provide advice and assistance to the AFMC Commander on Air National Guard and US Air Force Reserve acquisition, logistics and operational support matters. Provide logistics interface between AFMC directorates, National Guard Bureau, US Air Force Reserve, and gaining commands to assure timely support necessary to accomplish mission tasking.

2.9. Air Force Reserve Assistant/Advisor to the Commander (CR):

2.9.1. Function at the direction of the AFMC Commander, and augments the commander during emergency mobilization. Oversee command staff management, and personnel and mobilization processes of the US Air Force Reserve programs within AFMC.

2.9.2. Function as the management, coordinating, and advisory body to the commander and staff on the AFMC individual mobilization augmentee (IMA) program. Manage processes to include IMA funding, assignments, and promotions. Establish procedures and guidance for Military Personnel Appropriation and Reserve Personnel Appropriation man-day control, training, and mobilization plans. Coordinate and shares responsibility for manpower requirements with HQ AFMC/XPM. Serve as AFMC Executive Secretary of the Air Reserve Forces Policy and Advisory Council.

2.10. Director of Staff (DS):

2.10.1. Enable HQ AFMC by directing the staff, providing executive support and managing facilities to develop, field and sustain war-winning expeditionary capabilities.

2.10.2. Commander's primary interface with the staff for the daily operations of the Headquarters. Manages and integrates all activities and facilities of the Command Headquarters.

2.10.3. Provide executive staff support to the Command Section. Schedule, manage, maintain, and operate three Command Section conference rooms and one video teleconference facility. Provide hospitality services to distinguished visitors, protocol guidance to the headquarters and the field, and protocol support for Command Section ceremonies, conferences, and meetings. Document AFMC's history and oversee museums and Air Force Art on loan to AFMC.

2.11. Executive Services (DSE):

2.11.1. Manage the flow of correspondence and maintains a central file of staff actions and correspondence. Operate a suspense control system. Responsible for Command Section facilities, personnel, security, equipment/supply accounts, and budget.

2.12. Protocol (DSP):

2.12.1. Provide direct support to AFMC/CC/CV and CD for protocol matters relating to visits by distinguished visitors, ceremonies, social activities, and meetings and conferences in which they are directly hosting. Provide hospitality services, enabling HQ AFMC to be an outstanding host to its distinguished visitors. Provide timely, useful guidance on protocol matters to AFMC field units and assist Headquarters' members in commemorating and celebrating diverse, significant events by helping them plan dignified, professional ceremonies and social activities. Act in an advisory capacity to the headquarters staff and field organizations on all protocol-related matters.

2.13. Command Presentations (DSR):

2.13.1. Provide scheduling, management, maintenance and operation of three Command Section conference rooms.

2.14. Operations (DO):

2.14.1. Shape the workforce infrastructure, and operations to test, field war-winning expeditionary capabilities.

2.14.2. Develop and implement policy, plans, procedures, guidance, and oversight for the testing, evaluation, and fielding of new systems and capabilities. Advocate for T&E infrastructure and resources and facilitates the orderly and effective deployment and transfer of Air Force equipment. Develop and implement policy, plans, procedures, and guidance, for flight operations, aircrew training, aircrew standardization & evaluation, and life support activities. Provide Command-level oversight for executing developmental, acceptance, depot, and contractor test and test support flight operations. Develop and implement policy, plans, procedures, guidance, and oversight for airfield operations, air traffic, airspace, ranges, weather, acquisition meteorology, aerospace vehicle, aviation resource, and air traffic control and landing systems management. Provide oversight, policy guidance, for AFMC command and control. Execute day-to-day command post, crisis action team, and transition to battlestaff operations. Command point of contact for deployment and AEF issues. Provide headquarters oversight to the AFMC Operations Office, a field operating agency.

2.15. Personnel (DP):

2.15.1. Shape the workforce to develop, field, sustain war-winning expeditionary capabilities.

2.15.2. Advise the AFMC Commander, Command staff, and field commanders on all personnel matters. Direct AFMC's worldwide military and civilian personnel, social actions, family support, contingency, education, and training programs.

2.16. Engineering and Technical Management (EN):

2.16.1. Shape AFMC's technical workforce, system engineering, plans and process to develop, field, and sustain technical superior war-winning expeditionary capabilities.

2.16.2. Deploy and maintain system engineering policies and processes addressing risk management, software management, configuration management, manufacturing, and quality assurance. Exercise oversight that ensures systems are operationally safe, suitable, and effective. Influence, deploy, and implement career, manpower, and financial management processes used to organize, maintain, and equip AFMC's scientist and engineer (S&E) workforce. Provide home office for S&Es matrixed to support other HQ AFMC directorates. Establish, implement, and improve processes that enable daily operation of the EN directorate and ensure proper management of its resources.

2.17. Financial Management and Comptroller (FM):

2.17.1. Deliver innovative solutions and focused financial support to meet the needs of the warfighters.

2.17.2. Responsible for the financial management of AFMC's annual budget. Integrate and report the official financial data in the form of managerial financial statements for legal requirements and management of the AFMC mission areas. Primary advisor in budget, cost, and accounting matters and major counselor concerning financial management and execution to the commander and his or

her staff. Primary owner of several managerial accounting systems. Establish policy, provide guidance, develop procedures, and supervise overall operation of the assigned functions of budget, cost analysis, accounting and finance, and plan for the headquarters and subordinate organizations.

2.18. Chaplain (HC):

2.18.1. Facilitate religious accommodation and spiritual health within the AFMC community enhancing its ability to develop, field and sustain war-winning expeditionary capabilities.

2.18.2. Provide policy, guidance, and staff oversight to installation Chaplain Service functions. Manage Chaplain Service manpower, personnel, professional development, readiness, and assignment actions to provide religious ministries during war, contingencies, exercises, and national emergencies. Item manager for ecclesiastical equipment. Advise AFMC/CC on morale, religious, ethical and moral issues.

2.19. History (HO):

2.19.1. Administer the command historical program and provides policy guidance and oversight responsibility for the command museum and art programs. Exercise technical control of all AFMC historical and museum activities. Prepare the annual fiscal year history of AFMC. Conduct research projects and produce special studies and monographs on topics of special command interest. Maintain the AFMC command archives. Manage the USAF heraldry program for AFMC.

2.20. Inspector General (IG):

2.20.1. Provide the commander tools to promote high standards and excellence through credible, independent evaluations and fair, timely complaint resolutions to strengthen AFMC's ability to deliver, field, sustain war-winning, expeditionary capabilities.

2.20.2. Conduct investigative services and evaluate Command mission readiness, compliance with critical items derived from safety, federal law, executive order, DoD, Air Force, or AFMC policy, directives, and instructions including nuclear surety. Perform assessments of support contractor performance and inspect Air Force and Command special interest items. Provide AFMC/CC and subordinate unit commanders' independent assessments of the Command's critical mission elements. Responsible for AFMC oversight activities including senior official and fraud, waste, and abuse investigations. Conduct other commander directed inspections as required.

2.21. Staff Judge Advocate (JA):

2.21.1. Provide effective, timely, and full spectrum legal services to the commander and directors to enable them to shape the workforce and infrastructure to develop, field, and sustain war-winning expeditionary capabilities. Responsible for legal services provided by the AFMC Law Office, a field operating agency.

2.22. Logistics and Sustainment (LG):

2.22.1. Shape the workforce and infrastructure to provide logistics and sustainment support for acquisition logistics, supply management, depot maintenance, base-level logistics operations resulting in war-winning expeditionary capabilities.

2.22.2. Direct logistics and sustainment activities in support of Air Force combat capabilities by setting policy for acquisition programs, supply management and depot maintenance activities to

support health of fleet objectives. Manage the Air Force supply and depot working capital funds activities as well as sustainment for Air Force programs. Implement purchasing and supply change management processes and strategies to include command-wide commodity councils. Manage and establish policy for Air Force Technical Order processes. Direct efforts to continually improve products, services, and processes. Oversee Air Force conventional and nuclear weapons inventory and supporting programs in support of AFMC installations and missions. Develop and implement command transportation, vehicle management, supply, fuels, logistics planning, aircraft maintenance, and munitions policy. Manage Combat Logistics Support Squadron (CLSS) policy and support. Provide headquarters oversight to the AFMC Logistics Support Office and the Joint Depot Maintenance Analysis Group Office, field operating agencies.

2.23. Mission Support (MS):

2.23.1. Shape the workforce and infrastructure to deliver quality facilities, environments, and communication and information systems, force protection, MWR and community services enabling AFMC to develop, field, and sustain war-winning expeditionary capabilities.

2.23.2. Enable AFMC to plan, develop, field and sustain war-winning capabilities. Manage the delivery and sustainment of quality facilities, safe working and living environments, secure installations, and effective communications and information systems. Promote the well-being of all AFMC personnel, tenants, and other customers through comprehensive emergency and life sustaining and community services that contribute to fitness and quality of life. Provide headquarters oversight to the AFMC Civil Engineer Office and the AFMC Computer Systems Office, field operating agencies.

2.24. Public Affairs (PA):

2.24.1. Shape and develop PA to influence support for issues and programs, counsel and support field Commanders and PAs, and sustain the command PA workforce in communicating and executing the AFMC mission.

2.24.2. Manage the AFMC public affairs program consisting of media relations, plans, programs, resources, security and policy review, internal information, community relations, broadcast and visual communications, Command presentations, and environmental issues. Develop and implement AFMC public affairs policy and directives. Provide counsel to the AFMC Commander and staff and conducts public affairs activities for issues directly involving the headquarters. Direct subordinate units in accomplishing Command public affairs activities and provides all public affairs support of AFMC peacetime/wartime missions. Monitor duties and responsibilities of the Air Force Band of Flight, a field operating agency.

2.25. Contracting (PK):

2.25.1. Shape AFMC's Contracting workforce, policies and operations to develop, field & sustain war-winning expeditionary capabilities.

2.25.2. Provide policy, training and guidance to AFMC contracting activities. Develop and manage processes and tools necessary to contract for science and technology, systems, sustainment and installation support. Exercise oversight of contracting operations and career field management to include AEF readiness. Primary advisor on contracting matters and major advisor on business and acquisition matters to the AFMC Commander and staff. Manage the command Competition and Commercial Items Advocacy Program.

2.26. Safety (SE):

2.26.1. Shape the workforce and infrastructure to safely develop, safely field, and safely sustain war-winning expeditionary capabilities.

2.26.2. Establish and direct AFMC Safety policies and programs. Provide counsel to the AFMC Commander, Command staff and field commanders on all flight, ground, system and weapons safety matters. Serve as the Command single face for safety for AFMC, USAF, DoD, and other federal organizations. Evaluate Command occupational safety and health programs.

2.27. Surgeon (SG):

2.27.1. Shape a comprehensive healthcare system to balance expeditionary and in-garrison healthcare, promote a healthy lifestyle and workplace, and advance human performance enhancement in support of the AFMC mission.

2.28. Transformation (TR):

2.28.1. Lead transformation of AFMC and USAF's ability to develop, field, and sustain war-winning expeditionary capabilities through innovative concepts, process reengineering, integrating information and decision systems, and fostering change management supporting current and future AF missions.

2.28.2. Perform AFMC responsibilities for Air Force Operational support modernization. Develop, manage, and integrate AFMC transformation strategy, policy, framework, and governance processes. Direct, integrate, facilitate, and promote process transformation initiatives. Develop, document, and improve AFMC processes. Establish information technology standards, policies, architectures, and portfolio investment/resource allocation priorities. Direct development of AFMC strategic information technology capabilities, plans, and programs. Program and budget for TR resources (working capital fund and direct budget authority dollars and people) identified in corporately approved strategies. Consolidate center TR requirements, prioritize and advocate functional owners' processes, to include program objective memorandum (POM), MAOP, financial plan (FinPlan), and BER.

2.29. Plans and Programs (XP):

2.29.1. Plan and program for development, acquisition support, fielding and sustainment for expeditionary capabilities to the warfighter.

2.29.2. Provide strategic direction and Command integration for AFMC. Focal point for Command goals/objectives metrics, and commander policies. Oversee, manage, and implement the Command management structure including the AFMC Board and AFMC Council. Operate AFMC resource allocation process for facility, manpower and money issues. Focal point for infrastructure planning, BRAC activity, and the mission assignments process. Manage AFMC manpower programs and maintains organizational control.

2.30. Capabilities Integration (XR):

2.30.1. Develop and implement Command policies and processes to enable capabilities planning, technology transition, intelligence integration, acquisition support, enterprise integration for creating war-winning expeditionary capabilities.

2.30.2. Collaborate with the Air Force Research Lab and AFMC centers on all Science & Technology (S&T) related issues focused on integrating S&T efforts and processes to facilitate timely transition of technology to capabilities. Coordinate AFMC and AFSPC capabilities planning and assessments. AFMC lead to the Air Force capability review and risk assessment (CRRA) processes providing capability planning. Lead for Command Enterprise Integration implementation. Provide Command leadership on acquisition support policy, process, and workforce development. Provide streamlined planning, management, policy, support services, and resources to develop and sustain Air Force special access programs. Integrates intelligence information and infrastructure in S&T, capabilities-based planning, acquisition support, test, and sustainment. Provide Command leadership and policy for modeling, simulation, and analysis to enable enterprise integration and capability-based planning. Provide management of XR financial and manpower resources. Provide headquarters oversight to the AFMC Office of Aerospace Studies, a field operating agency.

3. Command. HQ AFMC is a MAJCOM reporting to the Chief of Staff of the Air Force.

3.1. Organization Structure. The organization structures of HQ AFMC are according to the Air Force Objective Blueprint, AFI 38-101, *Air Force Organization*, and HQ USAF approved variances to the structures.

3.2. Organization Changes. Requests to change the organizational structures of HQ AFMC must be made according to AFI 38-101 and HQ AFMC/XP/XPM policy guidance. Requests must be approved by the HQ AFMC two letter and submitted, with justification, proposed mission statements and organization charts, to HQ AFMC/XP or XPM for staffing and approval.

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Attachment 1

ORGANIZATIONAL CHART

Figure A1.1. Organization Chart

